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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 21 August 1957

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/PD - Voting Member
C/PCD - Voting Member
C/TSD - Voting Member
C/ASD - Executive Secretary
Secretary to C/MS - Recording Secretary

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1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 8 August 1957 were approved by the Members as written.

2. Promotions

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a. [REDACTED] GS-5, Secretary-Stenographer. A request from C/PD for promotion of [REDACTED] to GS-6 was presented by the Executive Secretary with the recommendation that this promotion be approved; the Board Members concurred in this recommendation.

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b. [REDACTED] GS-5, Secretary-Stenographer. The Executive Secretary reviewed a request from C/ASD for promotion of [REDACTED] to GS-6. Upon the recommendation of the Executive Secretary, the promotion was approved by the Members.

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3. Assignment of Medical Service Officer to [REDACTED]

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The Executive Secretary informed the Board Members that action toward the establishment of this position at GS 11 has been initiated. The incumbent should be unmarried, married without children, or should be willing to leave his children in this country during his tour of duty. The incumbent should also be well qualified in laboratory procedures. After a review of the personnel files, it was determined the following three individuals are qualified for this assignment:

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[REDACTED] GS-9, Medical Technician
[REDACTED] -9, Medical Technician
[REDACTED] GS-11, Personnel Officer

The Executive Secretary recommended the assignment of [REDACTED] to this position. The Board Members concurred in this recommendation and action will be taken to inform [REDACTED] of this assignment. Upon his acceptance, arrangements will be made for his early return to Headquarters.

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4. Review of Fitness Reports

The Board noted the receipt of Fitness Reports on the following personnel:

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[REDACTED] GS-8, Medical Technician
[REDACTED], Clerk

5. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

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[REDACTED] GS-7, Nurse
[REDACTED] GS-5, Clerk-Typist

6. Medical Staff Training

a. C/MS presented a memorandum from the DD/S requesting nominations to Senior Defense Colleges and the Advanced Management Course at Harvard University. After a review by C/PCD of the prerequisites for these courses and their duration, the Board decided not to recommend a candidate for any of the courses.

b. C/PCD informed the Members he had prepared a report with recommendations on the subject of the training of technicians. This report is at present being circulated and will be discussed at a future meeting after all Members have had opportunity to fully study the report.

7. Miscellaneous

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a. The Executive Secretary read a memorandum of commendation from DC/MS on behalf of [REDACTED] for his performance while serving as Acting Chief, Administrative Support Division. This commendation was endorsed by C/MS and C/ASD.

b. C/MS reminded the Executive Secretary that the Board is awaiting a recommendation from the Technicians Panel for a change in its membership.

MS/mam

Distribution:

Orig - C/MS
1 - DC/MS
1 - C/PD
1 - C/TSD
1 - C/PCD
1 - C/ASD

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